

Diana R. Hobbs

Objective

I AM SEEKING LONG TERM EMPLOYMENT WHERE I MAY UTILIZE MY EDUCATION AND EXPERIENCE TO OUR MUTUAL BENEFIT.

Experience

1/2015 To Present FAMILY AND YOUTH INITIATIVES NEW CARLISLE, OHIO

SEXUAL RISK AVOIDANCE EDUCATOR

- Educator for the Real Life a Matter of Choices program in which students in middle and high schools in 6 counties are taught about positive and negative relationships as well as how to avoid risky behaviors including sex and STD's and STI's. As an educator I instruct students on risky behaviors including sex, and ways to avoid the risks and consequences of teen sexual activity. My previous experience and training in the medical field enables me to speak very confidently about STD's, STI's as well as human anatomy. Emphasis is placed on teaching teens the importance of waiting until marriage before engaging in sex as well as how to avoid other risks such as drugs and alcohol. Additionally my role as educator requires me to be a mandated reporter for suspected cases of child abuse. As a result of my education and my previous work experience I feel more than qualified to spot child abuse as well as drug and alcohol abuse in adolescents as well as adults.

5/2010 To 9/2010

CHILDREN'S HUNGER ALLIANCE

COLUMBUS, OHIO

FIELD SERVICE REPRESENTATIVE

- Conducted home to 120 home providers in 12 counties to ensure verify providers were following the USDA meal requirements. Also provided training to the providers as well as maintained the files of the 120 home care providers and kept a record of their training and licensure.

9/2008 To 3/2010

GREENE PARK PSYCHIATRIC SERVICES

XENIA, OH

MEDICAL ASSISTANT/RECEPTIONIST/SCHEDULER

- First point of contact for the patients, assisted the patients with all paperwork as well as informing the doctor of any patient who seemed unusually distraught. Additionally phoned all prescriptions in and with the doctors approval made changes to the patient's medications and charted those changes.
- Patient services for multi dimension practice. Responsibilities included appointment scheduling, patient file updates, prior authorizations, insurance verification and reception duties using standard office equipment for 1 physician and 2 therapists. Contact person for multiple pharmaceutical representatives.

2/2006 To 10/2007

MIAMI VALLEY HOSPITAL

DAYTON, OHIO

Diana R. Hobbs
PATIENT INFORMATION MAIN DESK/CENTRAL SERVICES

- Provide patient information to all visitors and staff while adhering to hospital privacy policies and maintaining patient privacy. Duties also included answering multiline phone calls inquiring about patient information as well as general hospital information.
 - Central Services duties included stocking and inventory of various departments of the hospital including Operating Rooms as well as NICU.
-

12/2004 To 1/2005 ADVANCED THERAPEUTIC SERVICES,
 INC. DAYTON, OHIO

RECEPTIONIST/SCHEDULER

- Patient service in a multi physician practice. Responsibilities included appointment scheduling, patient file updates, use of multiline phone system, standard office equipment, and insurance verification along with reception duties for 11 physicians and 32 therapists.
-

8/1995 To 1/2001 CAMDEN LOCKER PLANT CAMDEN, OHIO

OFFICE MANAGER/PRODUCTION

- Customer service, bookkeeping, inventory, work process, payroll, scheduling, facilitate work process, work orders.
 - Product packaging.

Education

Graduated Fairborn Park Hills High School

Sinclair Community College

Grand Canyon University 2-12-2011 (Magna Cum Laude)Bachelor of Science in Psychology

937-879-2584

Diana R. Hobbs